

## MILPDS EAD ROLL INSTRUCTIONS

- Example...this applicant is to be rolled from 17 Sep to 18 Sep
- SSAN and current EAD will be needed

Oracle Applications

Match Form (RIC-68CDZ00)

SSAN: 517027768 Request Name: Devin Jones

Current Reservation: 17-SEP-2002 2W031 MUNITIONS SYS APPRENTICE Options

AFSC Preference 1st: 2A137 2nd: 3N032 3rd: 4th:

Aptitude Preference 1st: M 2nd: G 3rd: E 4th: A

Available From: 01-JUN-2000 Available To: 01-JUL-2000

EAD Match Reserve Cancel

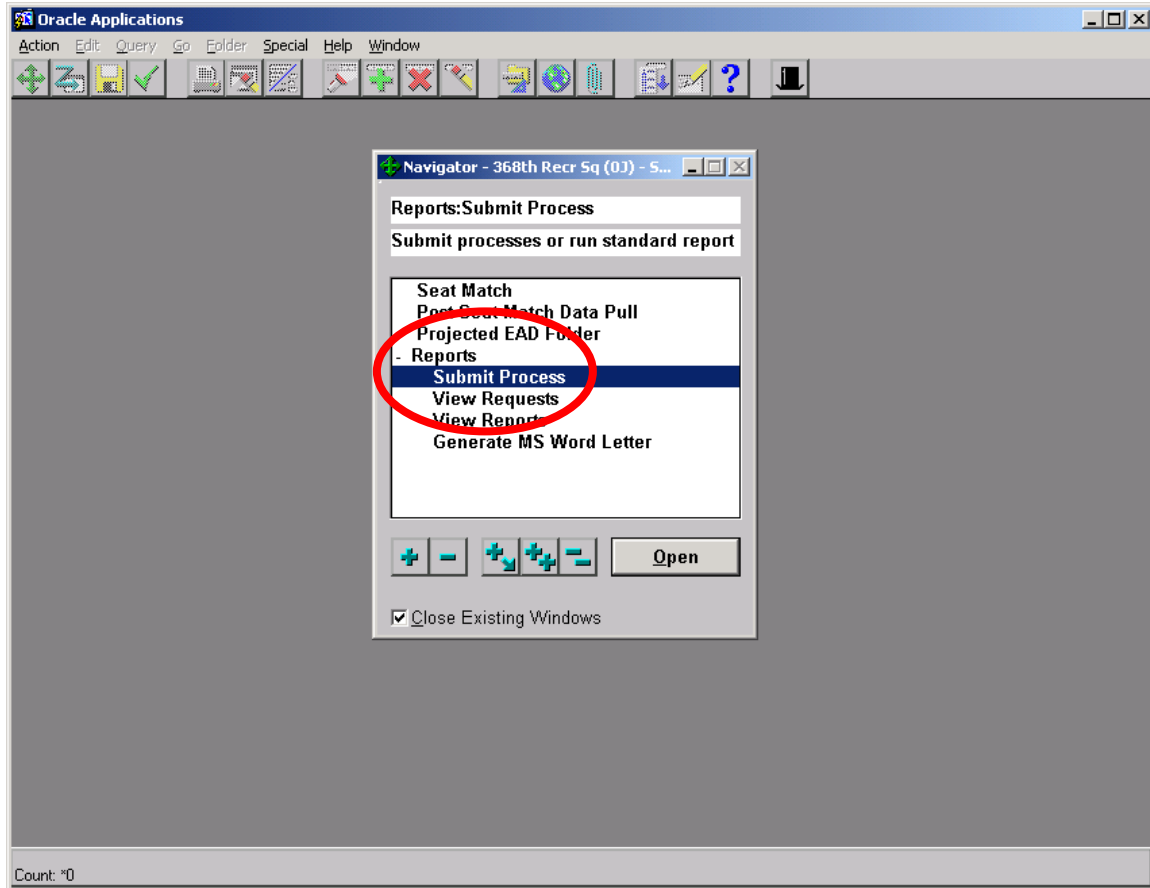
☐ Show AI & GTEP ☐ Show only GTEP ☐ Show only AI ☐ Exception Match Exception Memo

EAD Date	AFSC	Title	Options	#

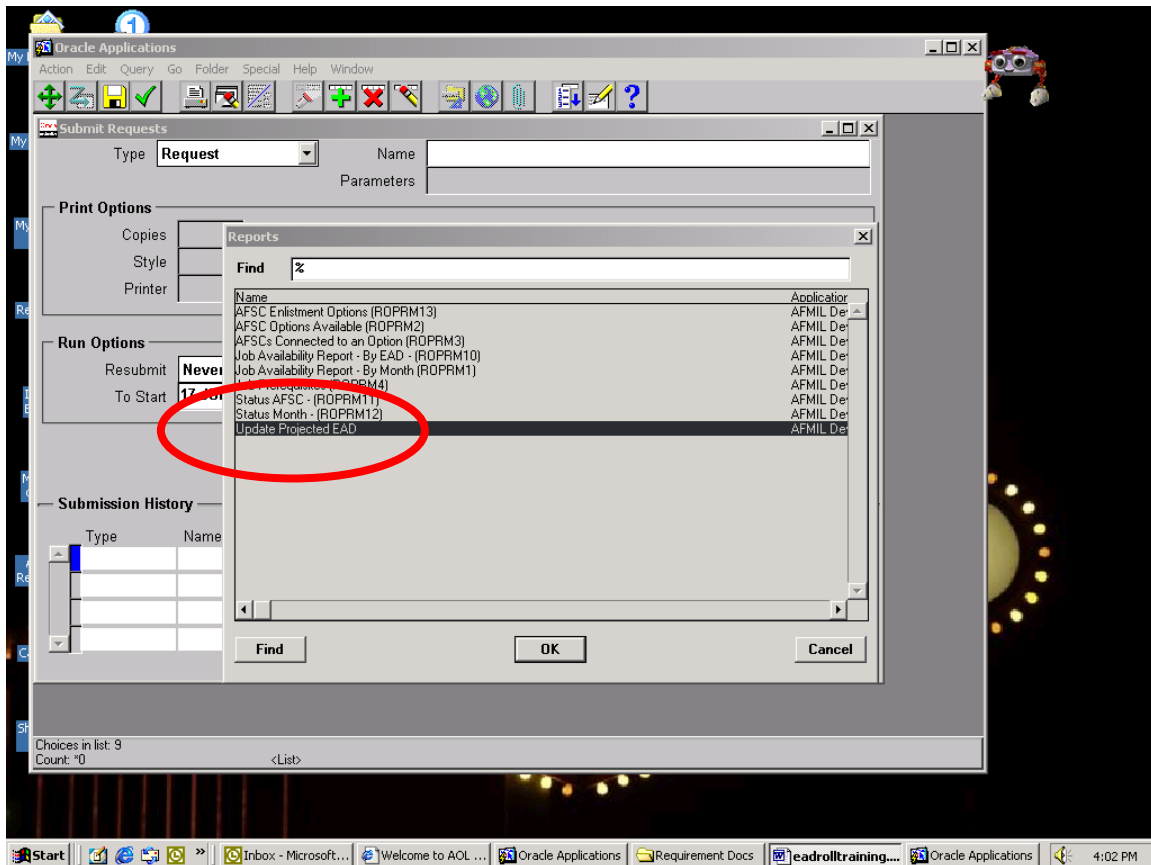
Enter value for SSAN  
Count: \*0

Start Oracle Applications Document1 - Microsoft Word Microsoft Outlook Web Ac... 12:41 PM

- Enter into Reports, Submit Process as if you want to run a report

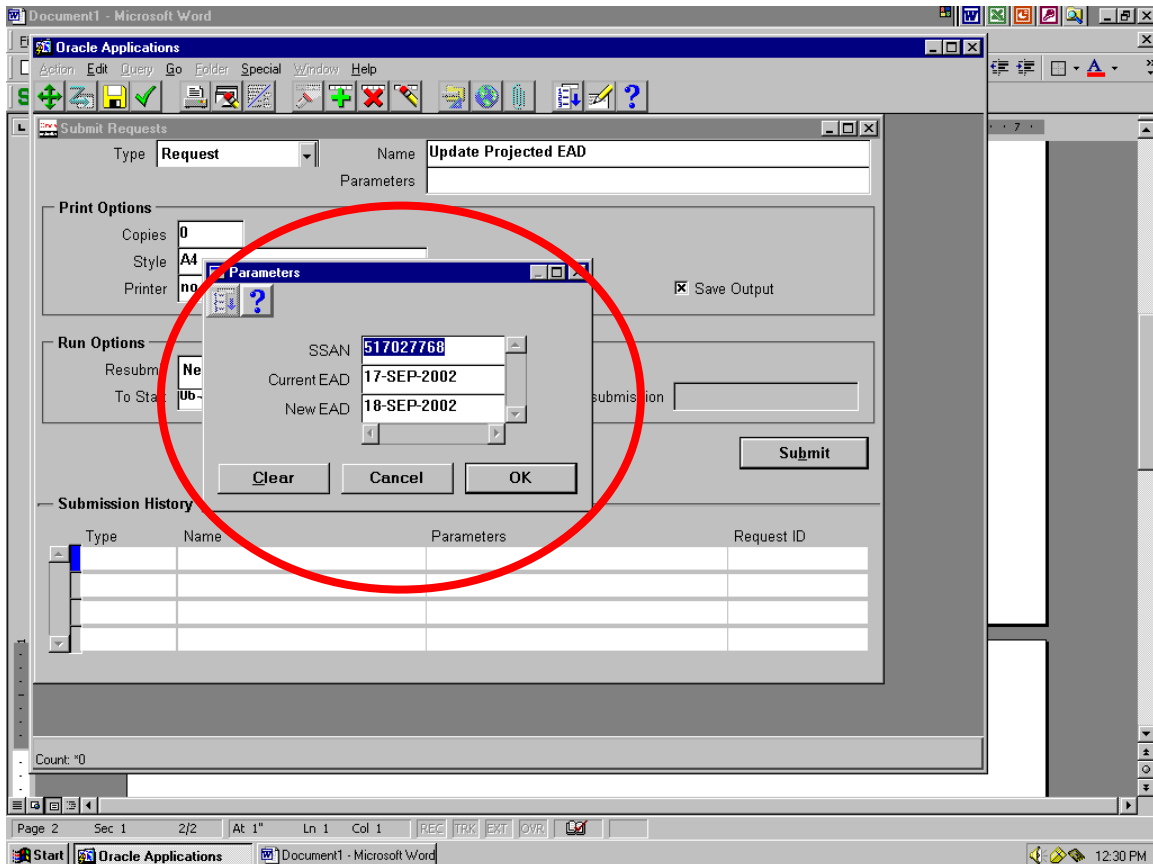


- From the Report Choices window, select Update Projected EAD



- In the returned Parameters window, type in the applicants SSAN with dashes
- Type in the applicant's Current EAD
- Type in the applicant's New EAD
- Click the OK button when information fill is completed

NOTE: New EAD must be within the same week or an error message will be returned upon trying to submit the change for processing



- Upper Name block field should be populated with Update Projected EAD
- Parameters field should be populated with SSAN, Current EAD, and New EAD
- Click the Submit button to activate the EAD Update process

The screenshot shows the 'Submit Requests' window in the Oracle Applications interface. The 'Name' field is populated with 'Update Projected EAD' and the 'Parameters' field is populated with '517027768.17-SEP-2002.18-SEP-2002'. The 'Submit' button is circled in red. The window also includes sections for 'Print Options' (Copies, Style, Printer) and 'Run Options' (Resubmit, To Start, End Resubmission). A 'Submission History' table is visible at the bottom, showing columns for Type, Name, Parameters, and Request ID. The status bar at the bottom indicates 'Page 2', 'Sec 1', '2/2', 'At 1"', 'Ln 1', 'Col 2', and the time '12:31 PM'.

Type	Name	Parameters	Request ID

- Upon completion, the Submission History field should be filled out

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Oracle Applications

Submit Requests

Type: Request Name: Parameters:

Print Options

Copies: Style: Printer: ☒ Save Output

Run Options

Resubmit: Never To Start: 06 JUN 2002 12:28:49 End Resubmission:

Submit

Submission History

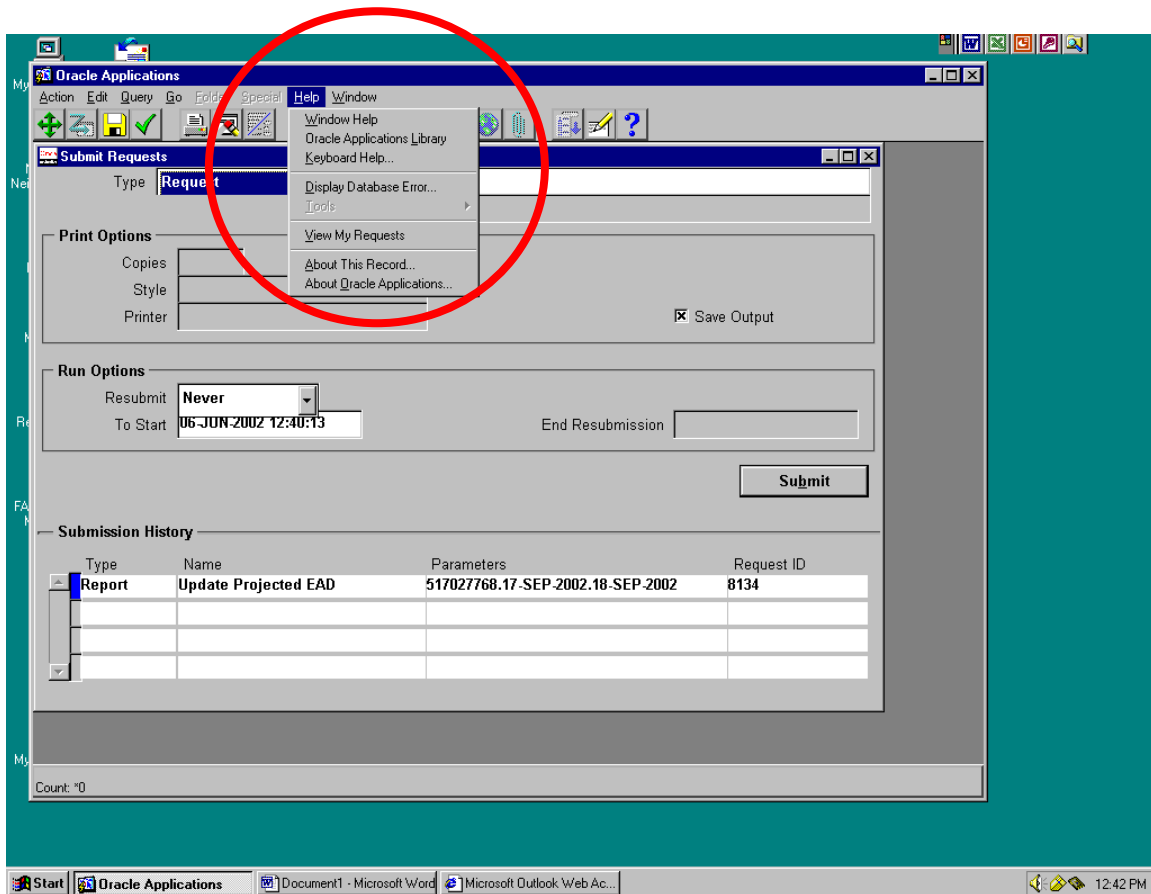
Type	Name	Parameters	Request ID
Report	Update Projected EAD	517027768.17-SEP-2002.18-SEP-2002	8127

FRM-40400: Transaction complete: 1 records applied and saved.  
Count: \*0

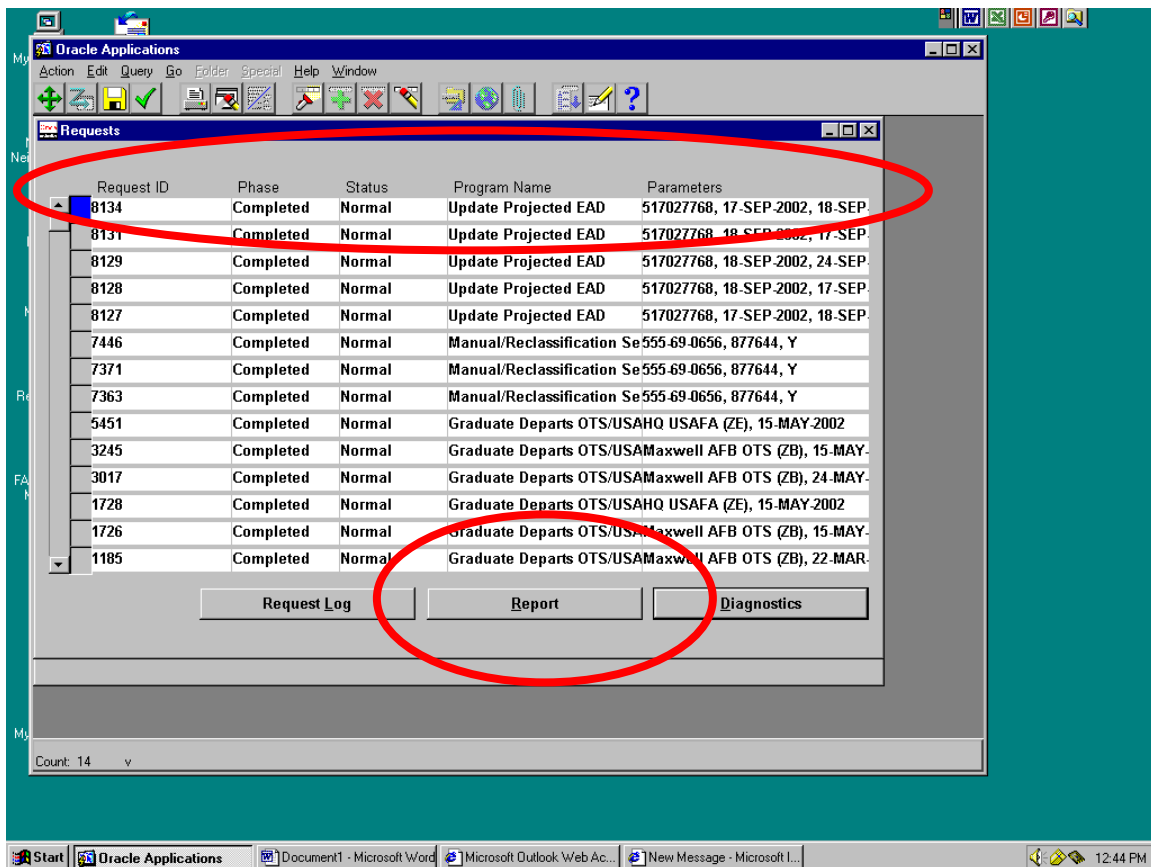
Page 3 Sec 1 3/3 At 1" Ln 1 Col 2 REC TRK EXT OVR

Start Oracle Applications Document1 - Microsoft Word 12:31 PM

- From the top, select Help
- Select View My Requests

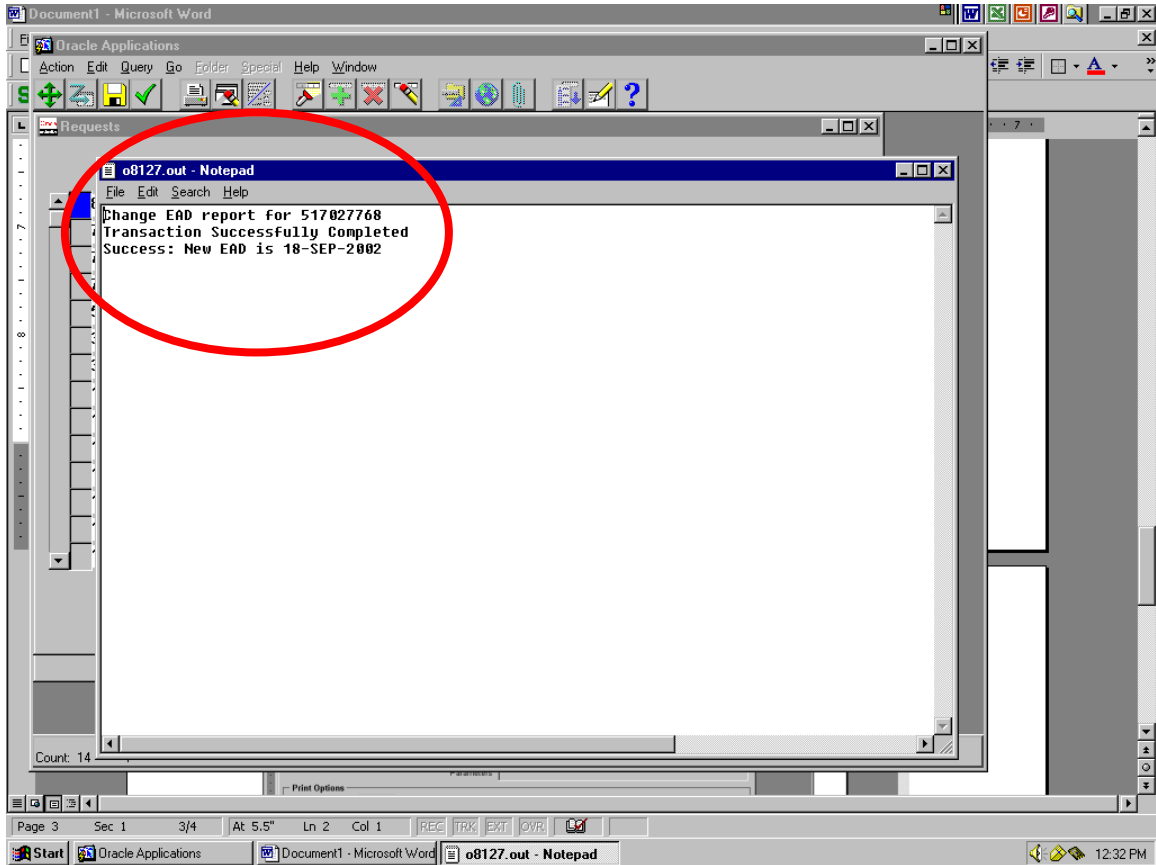


- Locate your submitted transaction, highlight the left edge just like it was a report you ran, and click on the lower middle Report button





- Validate returned message shows process was completed correctly
- Any error message would be displayed here and if one does occur, it will detail the problem encountered



- A query of the applicant will now show the new Projected EAD
- This update will also be sent to AFRISS to update the applicant's AFRISS record

Document1 - Microsoft Word

Oracle Applications

Job Match Form (RIC=68CDZ00)

SSAN: 517027768 Request Name: Devin Jones

Current Reservation: 18-SEP-2002 2W031 MUNITIONS SYS APPRENTICE Options

AFSC Preference 1st: 2A032 2nd: 3N032 3rd: 4th:

Aptitude Preference 1st: M 2nd: G 3rd: E 4th: A

Available From: 01-JUN-2000 Available To: 01-JUL-2000

EAD Match Reserve Cancel

☐ Show AI & GTEP
 ☐ Show only GTEP
 ☐ Show only AI
 ☐ Exception Match

Exception Memo

EAD Date	AFSC	Title	Options	#

Enter value for SSAN  
Count: \*0

Page 5 Sec 1 5/5 At 1" Ln 1 Col 2 REC TRK EXT OVR

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